

Valley Academy Inc. Public Board Meeting Agenda
October 6th @ 6:00 pm
539 N 870 W, Hurricane, UT 84737

1. Welcome

2. Pledge of Allegiance and Mission Statement:

The mission of Valley Academy is to provide a superior, character building academic program enhanced by integrated training in fine and performing arts, and a technologically advanced curriculum; *in a **Social Emotional Learning** environment that promotes responsible freedom.*

3. Public Comment

The Board requests that you provide written notice to be heard for public comment so we can plan for the time required for this agenda item. Requests may be sent to miranda@valleyacademycharter.com. Please plan ahead for your comments to be 3 minutes or less. Due to open meeting regulations, please be aware that the board will not be able to *formally* discuss or take action on items brought up in this meeting's public comment period.

4. Monthly Training Topic: Code of Ethics by Erin Preston

5. Review and discussion of Annual Board Calendar

6. Review and Report: Action Items from last month's meetings.

7. Student Council Report

8. Business Manager's Monthly Report

9. Director's Monthly Report

10. Reports from Board Committees:

- a. Finance/Audit
- a. Policy
- b. Charter Accountability
- c. Executive

11. Approval of the September 8th, 2022 meeting minutes

12. Discussion and possible approval of the updated Library Materials Policy

13. Discussion and possible approval of the purchase of Storage/Office space for the lunch program.

14. Discussion and possible approval of a PD day on Oct 28th.

15. Discussion and possible approval of the Teacher and Student Success Grant (**TSSA**).

16. Closed session, if needed. **Utah Code 52-4-205(a)**.

17. Any action necessary from closed session

18. Recap and assignment of any action items needed from this meeting

19. Next proposed meeting is November 10th, 2022

20. Adjourn



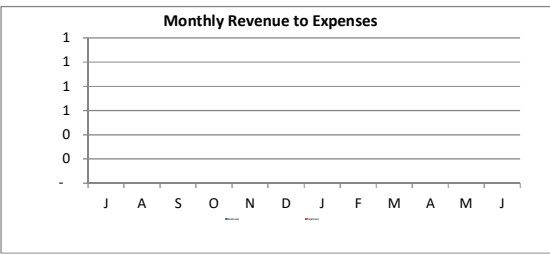
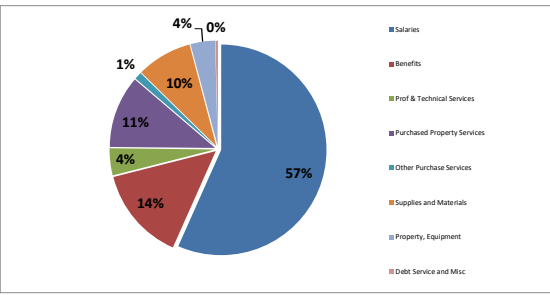
Financial Summary

as of September 30th, 2022

BUDGET REPORT EXPENSES RATIOS

25% through the Year

	YTD Actuals	Approved Budget	Forecast	% of Forecast
Enrollment	515	515	515	
Revenue				
1000 Local	\$ 24,778	\$ 37,218	\$ 45,496	54%
3000 State	\$ 1,275,798	\$ 4,465,490	\$ 4,577,092	28%
4000 Federal	\$ 55,743	\$ 509,218	\$ 605,542	9%
Total Revenue	\$ 1,356,320	\$ 5,011,927	\$ 5,228,131	26%
Expenses				
100 Salaries	\$ 739,165	\$ 2,795,388	\$ 2,899,788	25%
200 Benefits	\$ 192,748	\$ 735,524	\$ 735,524	26%
300 Prof & Technical Services	\$ 49,785	\$ 161,879	\$ 212,252	23%
400 Purchased Property Services	\$ 155,308	\$ 566,059	\$ 566,059	27%
500 Other Purchase Services	\$ 23,366	\$ 52,874	\$ 57,874	40%
600 Supplies and Materials	\$ 163,917	\$ 432,000	\$ 434,589	38%
700 Property, Equipment	\$ 99,481	\$ 77,000	\$ 191,250	52%
800 Debt Service and Misc	\$ 7,790	\$ 20,000	\$ 20,000	39%
Total Expenses	\$ 1,431,561	\$ 4,840,724	\$ 5,117,336	28%
Net Income from Operations	\$ (75,241)	\$ 171,203	\$ 110,795	
Operating Margin	-5.5%	3.4%	2.1%	



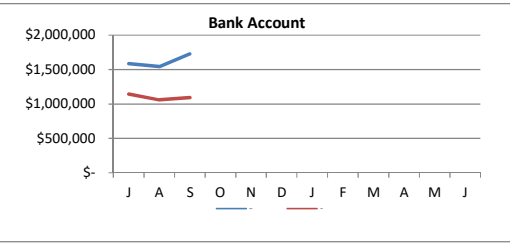
	Actual	Goal
Forecasted Operating Margin	2.1%	3%
Debt Service Coverage	1.28	1.25
Days Cash on Hand	135	60-90
Building Payment %	18.0%	20%

Red Apple Target Budgeting Scale

Cash Reserve	Operating Margin	Student Count
\$0-\$300,000	5%	0-600
\$300,000-\$500,000	4%	0-600
\$500,000-and above	3%	0-600

CASH RESERVES ENROLLMENT

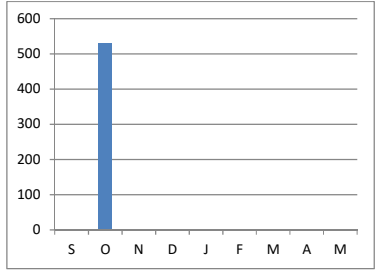
Building Set Aside	\$ 171,479	Since Jan. 2018
Restricted Cash Balance	\$ 204,815	
Ending Total Cash Balance (Restricted & Unrest.)	\$ 1,725,955	
Days Cash on Hand	135	



	Actual Ytd	Forecast
Last Year Reserve Balance	\$ 1,603,798	\$ 1,603,798
Reserves Added this Year	\$ (75,241)	\$ 110,795
Expenses from Reserves	\$ -	\$ -
New Reserve Balance	\$ 1,528,557	\$ 1,714,593

	S	O	N	D	J	F	M	A	M
K	71								
1	70								
2	68								
3	52								
4	77								
5	53								
6	50								
7	52								
8	38								
Total	0 531	0	0	0	0	0	0	0	0

October 1st Count



Budget Detail Report

Actuals as of: **September 30th, 2022** Percentage of Year **25%**



	(502 Students) Previous Yr's Actuals FY22	(515 Students) Current Yr's Actuals FY23	(515 Students) Approved Budget FY23	Amount Changed	(515 Students) FY23 Forecast	Actuals as a % of Forecast
Revenue						
1000 Local						
1510 Interest on Investments	\$ 1,600	\$ 1,881	\$ 1,200	\$ 5,800	\$ 7,000	26.9%
1610 Food Service	\$ 2,000	\$ 3,297	\$ 979	\$ 2,521	\$ 3,500	94.2%
1720 Yearbooks	\$ 3,765	\$ 20	\$ 2,043	\$ -	\$ 2,000	1.0%
1720 Student Government	\$ 5,114	\$ -	\$ 1,320	\$ -	\$ 1,320	0.0%
1741 General Student Fees	\$ -	\$ 805	\$ 5,000	\$ -	\$ 5,000	16.1%
1743 Curricular Activity Fees	\$ 6,000	\$ -	\$ 4,700	\$ -	\$ 4,700	0.0%
1747 Extra Curricular Activity Fees	\$ 6,082	\$ -	\$ 4,000	\$ -	\$ 4,000	0.0%
1747 Heritage Trip	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
1747 Ski Trip	\$ 5,700	\$ -	\$ 1,990	\$ -	\$ 1,990	0.0%
1910 Rental of Facility	\$ 7,500	\$ 2,405	\$ 7,000	\$ -	\$ 7,000	34.4%
1920 Private Donations	\$ 5,500	\$ 1,776	\$ 2,500	\$ -	\$ 2,500	71.0%
1920 Dixie Direct	\$ 2,782	\$ -	\$ 2,782	\$ -	\$ 2,782	0.0%
1920 PTO/PAC	\$ 3,306	\$ -	\$ 3,306	\$ -	\$ 3,306	0.0%
1930 Sale of Assets	\$ 700	\$ 100	\$ 398	\$ -	\$ 398	25.1%
1990 Miscellaneous	\$ 8,255	\$ 14,494	\$ -	\$ -	\$ -	0.0%
Total 1000:	\$ 58,304	\$ 24,778	\$ 37,218	\$ 8,321	\$ 45,496	54.5%
3000 State						
3010 Regular School Prgm K-12	\$ 1,686,634	\$ 447,088	\$ 1,774,903	\$ -	\$ 1,774,903	25.2%
3020 Professional Staff	\$ 85,981	\$ 22,788	\$ 86,148	\$ -	\$ 86,148	26.5%
3105 Special Education -- Add-On	\$ 331,017	\$ 95,157	\$ 331,017	\$ -	\$ 331,017	28.7%
3110 Special Education -- Self-Contained	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
3120 Special Education-- Extended Year	\$ 2,259	\$ 565	\$ 2,259	\$ -	\$ 2,259	25.0%
3125 Special Education- State Program	\$ 6,171	\$ 1,727	\$ 6,171	\$ -	\$ 6,171	28.0%
3178 Special Education - Extended Year	\$ 1,341	\$ -	\$ 447	\$ -	\$ 447	0.0%
3101 Class Size Reduction - K-8	\$ 179,547	\$ 47,846	\$ 179,896	\$ -	\$ 179,896	26.6%
3244 Enhancement for At-Risk Students	\$ 62,658	\$ 22,355	\$ 62,780	\$ -	\$ 62,780	35.6%
3200 Charter School Base Fund	\$ 43,699	\$ 10,800	\$ 43,784	\$ -	\$ 43,784	24.7%
3219 Charter School Local Replacement	\$ 1,388,314	\$ 362,375	\$ 1,488,350	\$ -	\$ 1,488,350	24.3%
3251 Educator Professional Time	\$ -	\$ 45,373	\$ -	\$ 45,373	\$ 45,373	100.0%
3253 Public Ed Capital & Tech Fund	\$ -	\$ 74,117	\$ -	\$ 60,000	\$ 60,000	123.5%
3341 Early Intervention OEk Grant	\$ 92,652	\$ 22,500	\$ 92,832	\$ -	\$ 92,832	24.2%
3305 Early Literacy Prgm K-3	\$ 31,893	\$ 5,472	\$ 31,955	\$ -	\$ 31,955	17.1%
3411 English Language Learner Software	\$ 2,765	\$ -	\$ -	\$ -	\$ -	0.0%
3442 Elementary School Counselor Grant	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
3407 TSSP	\$ 5,356	\$ -	\$ -	\$ -	\$ -	0.0%
3868 Classroom Supplies & Materials	\$ 4,141	\$ 3,310	\$ 4,149	\$ -	\$ 4,149	79.8%
3876 Educator Salary Adjustment	\$ 142,615	\$ 35,654	\$ 142,615	\$ -	\$ 142,615	25.0%
3520 School Land Trust Program	\$ 66,713	\$ 69,408	\$ 69,314	\$ 94	\$ 69,408	100.0%
3566 Professional Learning Grant	\$ 5,524	\$ 1,242	\$ 5,500	\$ (532)	\$ 4,968	25.0%
3577 Computer Science Grant	\$ 20,000	\$ -	\$ 15,000	\$ 5,000	\$ 20,000	0.0%
3578 Teacher & Student Success Act Program	\$ 89,238	\$ -	\$ 89,411	\$ -	\$ 89,411	0.0%
3579 Student Health & Counseling Support	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
3510 Library Books & Electronic Res	\$ 624	\$ 156	\$ 625	\$ -	\$ 625	25.0%
3872 Substance Abuse Prevention	\$ 2,333	\$ 4,000	\$ 2,333	\$ 1,667	\$ 4,000	100.0%
3874 Suicide Prevention	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	100.0%
3870 School Lunch (Liquor Tax)	\$ 50,000	\$ 2,865	\$ 35,000	\$ -	\$ 35,000	8.2%
Total 3000:	\$ 4,302,474	\$ 1,275,798	\$ 4,465,490	\$ 111,602	\$ 4,577,092	27.9%
4000 Federal						
4210 ESSER Cares	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
4215 ESSER II	\$ 145,059	\$ -	\$ 68,676	\$ (18,987)	\$ 49,689	0.0%
4220 GEERS Funding	\$ 11,800	\$ -	\$ 20,000	\$ 16,593	\$ 36,593	0.0%
4225 ESSER III - ARP	\$ 35,923	\$ -	\$ -	\$ 99,601	\$ 99,601	0.0%
4580 PPE Grant	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
4581 Coronavirus Relief Grant	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
4582 CARES WiFi Upgrade Grant	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
4522 IDEA Pre-School	\$ 2,127	\$ -	\$ 2,127	\$ -	\$ 2,127	0.0%
4524 IDEA Part-B	\$ 90,029	\$ -	\$ 90,029	\$ -	\$ 90,029	0.0%
4526 MTSS Grant	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
4571 National School Lunch Prgm	\$ 22,500	\$ 3,115	\$ 20,000	\$ -	\$ 20,000	15.6%
4572 Free & Reduced Reimbursement	\$ 245,000	\$ 6,888	\$ 136,571	\$ (3,500)	\$ 133,071	5.2%
4574 Breakfast	\$ 54,000	\$ 1,835	\$ 40,805	\$ -	\$ 40,805	4.5%
4581 Emergency Operating Fund - NSLP	\$ 355	\$ -	\$ -	\$ -	\$ -	0.0%
4801 Title IA	\$ 72,787	\$ -	\$ 77,124	\$ -	\$ 77,124	0.0%
4860 Title IIA	\$ 12,600	\$ -	\$ 12,600	\$ -	\$ 12,600	0.0%
REAP Grant	\$ 45,626	\$ 43,905	\$ 41,287	\$ 2,618	\$ 43,905	100.0%
Total 4000:	\$ 737,805	\$ 55,743	\$ 509,218	\$ 96,324	\$ 605,542	9.2%
Total Revenue:	\$ 5,098,584	\$ 1,356,320	\$ 5,011,927	\$ 216,247	\$ 5,228,131	25.9%



	(502 Students) Previous Yr's Actuals FY22	(515 Students) Current Yr's Actuals FY23	(515 Students) Approved Budget FY23	Amount Changed	(515 Students) FY23 Forecast	Actuals as a % of Forecast
Expenses						
100 Salaries						
121 Principals	\$ 195,700	\$ 50,729	\$ 204,750	\$ -	\$ 204,750	24.8%
131 Teachers	\$ 1,300,000	\$ 331,258	\$ 1,302,426	\$ -	\$ 1,302,426	25.4%
132 PTO Cash Out	\$ 20,000	\$ -	\$ 25,000	\$ -	\$ 25,000	0.0%
132 Substitute Teachers	\$ 37,000	\$ -	\$ 30,000	\$ -	\$ 30,000	0.0%
133 Special Education Salary	\$ 134,750	\$ 46,627	\$ 290,880	\$ -	\$ 290,880	16.0%
134 Stipends	\$ 35,000	\$ 103,713	\$ 11,100	\$ 99,400	\$ 110,500	93.9%
142 Counselor/School Developer	\$ 104,743	\$ 47,944	\$ 188,333	\$ -	\$ 188,333	25.5%
149 School Nurse	\$ 5,000	\$ 7,463	\$ 3,000	\$ 5,000	\$ 8,000	93.3%
152 Secretarial & Clerical	\$ 105,000	\$ 28,291	\$ 112,144	\$ -	\$ 112,144	25.2%
161 Teacher Aides	\$ 75,000	\$ 11,796	\$ 86,985	\$ -	\$ 86,985	13.6%
162 SpEd Aides	\$ 130,000	\$ 26,397	\$ 120,015	\$ -	\$ 120,015	22.0%
163 Title I Aides	\$ 133,440	\$ 24,149	\$ 125,370	\$ -	\$ 125,370	19.3%
182 Custodian	\$ 95,000	\$ 31,180	\$ 95,561	\$ -	\$ 95,561	32.6%
183 Bus Drivers	\$ 69,390	\$ 11,193	\$ 80,820	\$ -	\$ 80,820	13.8%
189 Christmas Bonuses	\$ 18,524	\$ -	\$ 25,000	\$ -	\$ 25,000	0.0%
192 Lunch Room	\$ 87,542	\$ 18,425	\$ 94,004	\$ -	\$ 94,004	19.6%
Total 100:	\$ 2,546,089	\$ 739,165	\$ 2,795,388	\$ 104,400	\$ 2,899,788	25.5%
200 Benefits						
210 Retirement	\$ 95,000	\$ 26,454	\$ 104,927	\$ -	\$ 104,927	25.2%
220 Social Security	\$ 175,749	\$ 55,374	\$ 213,847	\$ -	\$ 213,847	25.9%
240 Group Insurance	\$ 410,000	\$ 110,920	\$ 400,000	\$ -	\$ 400,000	27.7%
270 Worker's Compensation Fund	\$ 10,760	\$ -	\$ 8,750	\$ -	\$ 8,750	0.0%
280 Unemployment Insurance	\$ 8,000	\$ -	\$ 8,000	\$ -	\$ 8,000	0.0%
Total 200:	\$ 699,509	\$ 192,748	\$ 735,524	\$ -	\$ 735,524	26.2%
300 Prof & Technical Services						
323 SpEd Services (OT / Psych / Interpreter)	\$ 52,000	\$ 7,410	\$ 40,000	\$ -	\$ 40,000	18.5%
330 Employee Training & Development	\$ 18,000	\$ 7,307	\$ 10,000	\$ 45,373	\$ 55,373	13.2%
340 Legal	\$ 7,500	\$ 770	\$ 7,500	\$ -	\$ 7,500	10.3%
350 Business Manager Services	\$ 73,656	\$ 18,783	\$ 75,129	\$ -	\$ 75,129	25.0%
352 Audit	\$ 13,200	\$ 8,000	\$ 12,250	\$ -	\$ 12,250	65.3%
355 Technology Services (IT)	\$ 20,000	\$ 7,515	\$ 17,000	\$ 5,000	\$ 22,000	34.2%
Total 300:	\$ 184,356	\$ 49,785	\$ 161,879	\$ 50,373	\$ 212,252	23.5%
400 Purchased Property Services						
411 Water / Sewage	\$ 5,200	\$ 885	\$ 5,200	\$ -	\$ 5,200	17.0%
412 Disposal Service	\$ 7,000	\$ 2,682	\$ 7,000	\$ -	\$ 7,000	38.3%
415 Fire Monitoring	\$ 2,500	\$ -	\$ 1,750	\$ -	\$ 1,750	0.0%
430 Repairs & Maintenance	\$ 9,000	\$ 12,915	\$ 20,000	\$ -	\$ 20,000	64.6%
430 Repairs & Maintenance (Bus)	\$ 20,000	\$ 6,486	\$ 15,000	\$ -	\$ 15,000	43.2%
441 Building Lease	\$ 397,109	\$ 99,277	\$ 397,109	\$ -	\$ 397,109	25.0%
441 Portable Lease	\$ 100,551	\$ 27,688	\$ 100,000	\$ -	\$ 100,000	27.7%
443 Copy Machine Lease & Servicing	\$ 25,000	\$ 5,375	\$ 20,000	\$ -	\$ 20,000	26.9%
Total 400:	\$ 566,360	\$ 155,308	\$ 566,059	\$ -	\$ 566,059	27.4%
500 Other Purchase Services						
521 Property Insurance	\$ 7,407	\$ -	\$ 7,407	\$ -	\$ 7,407	0.0%
522 Liability Insurance	\$ 6,767	\$ -	\$ 6,767	\$ -	\$ 6,767	0.0%
530 Telephone	\$ 4,200	\$ 1,024	\$ 4,200	\$ -	\$ 4,200	24.4%
540 Marketing	\$ 12,000	\$ 13,336	\$ 10,000	\$ 5,000	\$ 15,000	88.9%
542 Board Expenses	\$ 450	\$ 141	\$ 500	\$ -	\$ 500	28.2%
580 Travel	\$ 17,000	\$ 1,860	\$ 14,000	\$ -	\$ 14,000	13.3%
595 Heritage Trip	\$ (5,327)	\$ -	\$ -	\$ -	\$ -	0.0%
595 Student Activities	\$ 20,500	\$ 7,005	\$ 10,000	\$ -	\$ 10,000	70.1%
Total 500:	\$ 62,997	\$ 23,366	\$ 52,874	\$ 5,000	\$ 57,874	40.4%



	(502 Students) Previous Yr's Actuals FY22	(515 Students) Current Yr's Actuals FY23	(515 Students) Approved Budget FY23	Amount Changed	(515 Students) FY23 Forecast	Actuals as a % of Forecast
600 Supplies and Materials						
611 Classroom	\$ 40,000	\$ 11,494	\$ 45,000	\$ -	\$ 45,000	25.5%
611 Intro to Agriculture Supplies	\$ 3,000	\$ 490	\$ 2,500	\$ -	\$ 2,500	19.6%
612 Office	\$ 15,000	\$ 6,687	\$ 20,000	\$ -	\$ 20,000	33.4%
612 PTO/PAC	\$ 3,000	\$ -	\$ 3,000	\$ -	\$ 3,000	0.0%
613 SpED Supplies	\$ 7,000	\$ 64	\$ 7,000	\$ -	\$ 7,000	0.9%
617 Student Appreciation / Parties	\$ 4,000	\$ 221	\$ 3,500	\$ -	\$ 3,500	6.3%
618 Student Gov't	\$ 2,500	\$ 6,589	\$ 4,000	\$ 2,589	\$ 6,589	100.0%
618 Professional Dev / Appreciation	\$ 23,500	\$ 4,390	\$ 20,000	\$ -	\$ 20,000	22.0%
619 Counselor Supplies	\$ 2,500	\$ 743	\$ 3,000	\$ -	\$ 3,000	24.8%
621 Natural Gas	\$ 4,500	\$ 63	\$ 4,000	\$ -	\$ 4,000	1.6%
622 Electricity	\$ 38,000	\$ 8,401	\$ 38,000	\$ -	\$ 38,000	22.1%
626 Motor Fuel (Buses)	\$ 35,500	\$ 8,317	\$ 35,000	\$ -	\$ 35,000	23.8%
631 Food Program Supplies	\$ 178,000	\$ 28,887	\$ 120,000	\$ -	\$ 120,000	24.1%
641 Textbooks & Curriculum	\$ 72,000	\$ 56,887	\$ 61,000	\$ -	\$ 61,000	93.3%
644 Library Books	\$ 5,000	\$ 1,861	\$ 5,000	\$ -	\$ 5,000	37.2%
650 Supplies - Technology Related	\$ 105,520	\$ -	\$ -	\$ -	\$ -	0.0%
670 Software (Educational)	\$ 32,000	\$ 18,142	\$ 31,000	\$ -	\$ 31,000	58.5%
680 Maintenance & Cleaning Supplies	\$ 30,000	\$ 10,681	\$ 30,000	\$ -	\$ 30,000	35.6%
Total 600:	\$ 601,020	\$ 163,917	\$ 432,000	\$ 2,589	\$ 434,589	37.7%
700 Property, Equipment						
710 Land & Site Improvements	\$ 65,000	\$ 55,230	\$ 55,000	\$ 10,000	\$ 65,000	85.0%
732 Buses	\$ -	\$ 23,200	\$ -	\$ 23,200	\$ 23,200	100.0%
733 Furniture & Fixtures	\$ 12,000	\$ 7,624	\$ 6,000	\$ 2,800	\$ 8,800	86.6%
734 Technology Hardware	\$ 45,000	\$ 11,640	\$ 16,000	\$ -	\$ 16,000	72.8%
739 Kitchen Equipment	\$ 20,000	\$ 1,787	\$ -	\$ 78,250	\$ 78,250	2.3%
790 Cap Ex Fund	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Total 700:	\$ 142,000	\$ 99,481	\$ 77,000	\$ 114,250	\$ 191,250	52.0%
800 Debt Service and Misc						
810 Dues & Fees	\$ 12,000	\$ 3,932	\$ 10,000	\$ -	\$ 10,000	39.3%
812 Banking Fees	\$ 3,000	\$ 1,123	\$ 3,000	\$ -	\$ 3,000	37.4%
831 Wells Fargo Loan Re-payment	\$ 7,000	\$ 1,043	\$ 7,000	\$ -	\$ 7,000	14.9%
890 Miscellaneous	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
890 Contingency	\$ 15,000	\$ 1,692	\$ -	\$ -	\$ -	0.0%
Total 800:	\$ 37,000	\$ 7,790	\$ 20,000	\$ -	\$ 20,000	39.0%
Total Expenses:	\$ 4,839,331	\$ 1,431,561	\$ 4,840,724	\$ 276,612	\$ 5,117,336	28.0%
Net Income:	\$ 259,252	\$ (75,241)	\$ 171,203		\$ 110,795	

Current Operating Margin	\$ 110,795	2.12%
Operating Goal 3+%	\$ 156,844	3.00%
Operating Goal 5+%	\$ 261,407	5.00%
Operating Goal 6+%	\$ 313,688	6.00%



Valley Academy Charter Library Materials Policy

I. Library Policy

- a. Valley Academy Charter school library supports and enhances student learning. Valley Academy Charter values libraries, media centers, and library staff who select, maintain, and preserve rich repositories of balanced, relevant, age appropriate, and varied educational sources for students.
- b. This policy specifies the process for identifying materials to be included or disqualified from use in libraries and schools based on Section 53G-10-103, *Sensitive Instructional Materials*, state and federal law, Board Rule R277-217, *Educator Standards and LEA Reporting*, or based on age-appropriate content.

II. Selection of Materials for Library Collection

- a. The Librarian will initially select all library materials under the direction of the Executive Director, or designee, and Valley Academy School Board, including gifts and donations, consistent with this policy using the following criteria:
 - i. seek recommendations and work collaboratively with parents, patrons, others in the school community during the selection process;
 - ii. create a collection that reflects diversity of ideas; and
 - iii. create a collection that adheres to the law.
- b. Electronic databases and other web-based searches and content will be filtered through the Valley Academy Charter state-required internet filter.
- c. Gifts and donations will be reviewed following selection criteria and will be accepted or rejected using the same criteria; and
- d. The responsibility for material selection rests with Librarian under direction of the Executive Director or designee and Valley Academy School Board using the following criteria:
 - i. Overall purpose and educational significance;
 - ii. Legality;
 - iii. Age and developmental appropriateness;
 - iv. Timeliness and/or permanence;
 - v. Readability and accessibility for intended audience;
 - vi. Artistic quality and literary style;
 - vii. Reputation and significance of author, producer, and/or publisher;
 - viii. Variety of format with efforts to incorporate emerging technologies; and
 - ix. Quality and value commensurate with cost and/or need.
- e. A record of reviewed materials will be maintained by Valley Academy Charter and include:
 - i. the name of the school;
 - ii. the title and author of the material;
 - iii. all available formats of the material (digital/hard copy/etc.);

- iv. the intended use of the material;
- v. the date the material was reviewed; and
- vi. the employee's name and title that reviewed the material.

III. Library Collection Maintenance

- a. Library materials will be maintained consistent with the criteria listed in II.D, state and federal laws, including Utah Code Ann. Section 53G-10-103, and represent varying viewpoints.
- b. The school librarian or designated specialist will inventory the school library collection and equipment at Valley Academy Charter.
 - i. The inventory may be used to determine losses and remove damaged or worn materials to be considered for replacement.
 - ii. The inventory may also be used to deselect and remove materials that are inconsistent with the law, or that are no longer relevant to the curriculum or of interest to students.
 - iii. The inventory may also be used to identify gaps or deficits in the library's collection.

IV. Library Materials Review Process

- a. Valley Academy Charter will approve a least restrictive, transparent process for a library materials review request to be made in physical or electronic formats.
- b. A library materials review request of a material may only be made by:
 - i. a parent of a student that attends the school;
 - ii. a student who attends the school; or
 - iii. an employee of the school.
 - iv. A Valley Academy Charter board member.
- c. If challenges become unduly burdensome Valley Academy Charter may limit the number of challenges an individual may make in the course of a school year.
- d. A library materials review may be based upon the concern that the material is a sensitive material as defined in Section 53G-10-103, or upon concerns with the age-appropriateness of content.
- e. The identity of the requestor will be protected and kept confidential from all individuals outside of the review process outlined in this policy, to the extent possible.
- f. Valley Academy Charter will provide access to a Library Materials Review Request Form (See Appendix A).
- g. The requestor must provide all information requested on the form including the requestor's complaint or objection to the library material.
- h. The material that is subject to a review request will have restricted access by maintaining the material behind the circulation desk until the processes described in this policy are completed. Access is limited to students with prior parent/guardian permission only. Permission can be requested by contacting the Valley Academy Executive Director or designee. A list of restricted materials shall be made available to the public.
- i. Upon receipt of a request for review, the Executive Director or designee will acknowledge the receipt of the request, and convene a Review Committee within a reasonable time according to the procedure outlined below:
 - i. A Review Committee will include a reasonable and an odd number of individuals.
 - ii. Members of the committee will include:
 - 1. a Review Committee Chair chosen by Valley Academy Charter's administration; this appointment would have a duration of two years.
 - 2. at least one administrator or designee;

3. a licensed teacher at the school who is currently teaching English language arts or subject relevant to the challenged material;
 4. a licensed teacher-librarian or school librarian employed by Valley Academy; and
 5. parents of current students at the school that number at least one more than the LEA employees on the Committee including parents reflective of the school community as required in Subsection 53G-10-103(3). Each school year, starting August 1st and ending August 30th, Valley Academy will accept applications to serve on the book review committee. The Review Committee Chair will select at least one more parent, than LEA employees, on the Committee. If more applications than the maximum are received, a lottery will be held to choose the members on September 5th of each school year.
 6. The Review Committee may not include the individual who has challenged the material or a member of the individual's household.
- j. The Review Committee will determine the amount of time needed for an adequate review of a material to make a thorough and thoughtful decision and inform the requestor of the determined timeline with a preference for 30 school days where possible and no longer than 90 school days.
 - k. The Review Committee may request that the Valley Academy Charter Board extend the amount of time allowed for review and determination. This decision would be made in a Board Meeting.
 - l. Members of the Review Committee will receive materials to complete the review process, including the following:
 - i. access to the complete work that includes the material being challenged;
 - ii. a copy of the Materials Review Request form;
 - iii. a copy of this policy
 - iv. relevant information about the title compiled and shared by the library staff, including reason for initial approval of the material; and
 - v. recorded public comment as described below in Subsection O.
 - m. Prior to a decision of the Review Committee Valley Academy Charter will provide an opportunity for public comment regarding the material at a governing board meeting.
 - n. Valley Academy Charter will provide notice to parents about the opportunity to provide public comment and include the name of the material that is the subject of the materials review at least 48 hours prior to the scheduled meeting for public comment.
 - o. Valley Academy Charter will record any public comment, including any written comment received, and make those comments available to the Review Committee within 48 hours of the public comment meeting.
 - p. The Review Committee will schedule meetings as determined by the Review Committee and maintain minutes of each meeting.
 - q. The notes from each meeting will be retained by Valley Academy Charter along with all relevant documentation and the final determination.
 - r. The Review Committee will determine whether the material constitutes sensitive material consistent with Section 53G-10-103, this policy, and the guidance letter provided by the Attorney General's Office dated June 1, 2022.
 - s. In deciding whether the material constitutes sensitive material, the Committee must:
 - i. consider *all* elements of the definitions of pornographic or indecent materials as defined in Utah Code Sections 76-10-1235, 76-10-1201, 76-10-1203, and 76-10-1227; and
 - ii. whether the material is age appropriate due to vulgarity or violence.
 - t. In deciding whether the material is age appropriate due to vulgarity, violence, or content,

- the Committee must consider the material taken as a whole and consider whether it has serious literary, artistic, political, *or* scientific value for Valley Academy Students.
- u. In deciding whether the material taken as a whole has serious literary, artistic political, or scientific value as described in Subsection U., the Committee should consider that:
 - i. serious value does not mean *any value*; and
 - ii. greater protections should exist concerning content for a library in an elementary or middle school setting.
 - v. The Review Committee will make a final determination of a reviewed material as follows:
 - i. **Retained:** the determination to maintain access in a school setting to the challenged material for all students.
 - ii. **Restricted:** the determination to restrict access in a school setting to the challenged material for certain students as determined by the Review Committee.
 - iii. **Removed:** the determination to prohibit access in a school setting to the challenged material for all students.
 - w. The decision of the Review Committee will be determined by majority vote. The material may not be reviewed again for three school years following the Review Committee's determination.
 - x. The final determination of the Review Committee will be communicated to the requestor and appropriate employees within 5 school days of the decision being made.
 - y. Valley Academy Charter will maintain a list of all materials that receive a "removed" determination.

V. Appeals Process

- a. The original requestor or another individual who was not on the Review Committee may appeal the determination of the Review Committee in writing to the Review Committee Chair within 15 business days of receipt of the Review Committee's final determination using an Appeal Request Form (See Appendix B).
- b. If an appeal is filed with the Review Committee Chair, the Valley Academy Charter School Board will act as the Appeals Committee.
- c. The local governing authority (Appeal Committee) may add parent or school administrator member(s) who did not participate in the initial Review Committee, only as necessary to have an odd number of members.
- d. The Appeals Committee will determine the amount of time needed for an adequate review, not longer than 90 school days and a preference for 30 school days, of a material required to make a thorough and thoughtful decision and inform the requestor of the determined timeline.
- e. Members of the Appeals Committee will receive materials to complete the review process, including the following:
 - i. a copy of the material;
 - ii. a copy of the Materials Review Request form;
 - iii. all meeting minutes;
 - iv. the Review Committee's final recommendation and rationale for the decision;
 - v. any other documents considered part of the administrative record related to the Review Committee's proceedings including all recorded public comments as described in Subsection IV, n above.
- f. The Appeals Committee will schedule meetings as needed, as determined by the Appeals Committee and maintain minutes of each meeting.
- g. The notes from each meeting will be retained by Valley Academy Charter along with all

relevant documentation and the final determination by the Appeals Committee.

- h. The Appeals Committee may make a final determination of a reviewed material as follows:
 - i. **Retained:** the determination to maintain access in a school setting to the challenged material for all students;
 - ii. **Restricted:** the determination to restrict access in a school setting to the challenged material for certain students;
 - iii. **Removed:** the determination to prohibit access in a school setting to the challenged material for all students.
- j. The decision of the Appeals Committee will be determined by majority vote.
- k. A material may not be reviewed again for three school years if the Appeals Committee votes to uphold a Review Committee's determination.
- l. The final determination of the Appeals Committee will be communicated to the requestor and appropriate employees within 15 days of the determination.
- m. Valley Academy Charter will maintain a list of the determinations by the Appeals Committee and make the list available to the public.

VI. Final Procedural Review (*Not Legally Binding until USBE amends R277-123*)

- a. The requestor may petition the USBE for a procedural review of the Appeals Committee's decision.
 - i. The USBE will review the petition and determine if a procedural review is warranted, to determine whether the LEA correctly followed its library materials review policy referred to in Rule R277-628.
 - ii. That determination may include the USBE's decision to have the appeal considered initially by a USBE Committee or a panel of USBE members.
 - iii. If the USBE determines in USBE's procedural review that the LEA did not correctly follow its materials review policy, it will return the appeal to the LEA with direction to repeat its review process in compliance with its library materials review policy referred to in Rule R277-628.
- b. The USBE will make a final written appeal decision no more than 60 school days after the USBE's determination that the appeal satisfies the criteria for USBE review.
- c. This USBE review decision is final.

VII. Communication

- a. An easily accessible web page on the public website for Valley Academy Charter will be updated and available prior to the beginning of each school year to inform teachers, staff, students, and parents of the following:
 - i. A Materials Review Request Form (See Appendix A);
 - ii. An Appeal Request Form (See Appendix B);
 - iii. Application to serve on a materials Review Committee;
 - iv. This Library Policy;
 - v. A list of all materials that are restricted while under review or have received a Review Committee or Appeals Committee determination.

**Valley Academy Charter
Appendix A: Materials Review Form**

Date: _____

Review Request initiated by: _____

Telephone: _____ Email: _____

Address: _____

City: _____

Zip: _____

Material Title: _____

Author: _____

Publisher & Date of Publication _____

1) Does your child attend this school? Yes No

2) How was this material recommended, assigned, or made available to students? (I.e.; Library, classroom teacher, etc.) _____

3) What concerns you about this material? Please provide examples, page numbers, links, or any other information to help in locating or identifying content of concern. Please attach any images or other corroborating evidence.

4) What action are you requesting the committee to consider?

Requestor Signature: _____

Below is for internal use only

LEA Appointed Committee Chair: _____

Date Received: _____ Suggested Review Timeline: _____

**Valley Academy Charter
Appendix B: Materials Appeal Form**

Instructions:

A requestor will submit this appeal request form along with a copy of the Review Committee's decision within 15 business days of receiving the decision of the committee. The submission of an Appeal Request Form will receive a receipt of notice of submission within ten school days from the Valley Academy Charter Board Chair or designee. The receipt of submission will include an estimated time-line for a determination of the Valley Academy Charter Board to be completed within a reasonable time period, not to exceed 90 school days.

Date: _____

Appeal Request initiated by: _____

Telephone: _____ Email: _____

Address: _____

City: _____

Zip: _____

Material Title: _____

Author: _____

Publisher & Date of Publication _____

What concerns you about this material? Please provide examples, page numbers, links, or any other information to help in locating or identifying content of concern. Please attach any images or other corroborating evidence.

What action are you requesting the committee to consider?

Requestor Signature: _____

Below is for internal use only

Board Chair: _____

Date Received: _____ Date Receipt Sent: _____

Suggested Review Timeline: _____

Teacher Student Success Act Framework



Valley Academy's 2022-2023 goal is for all students to succeed. We define our success this year by achieving increased proficiency on the Mathematics and English Language Arts RISE State Assessments in grades 3-8th. To measure this success we will increase the average scores (grades 3-8th) by 5% or more.

Valley Academy will achieve this goal by:

- concentrating on our English Language Learners with extra personnel to work with them in small groups.
- implementing professional development for classroom teachers to learn best practices.
- implement and run before and/or after school programs with reading, writing, and language acquisition as a focus.
- funding substitute teachers so employees can visit other classrooms and schools for professional development and ideas.
- increase existing teacher's pay (this is only for teachers below the state average)